



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE INDUSTRIAL WAREHOUSE AND DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: ADMINISTRATIVE SERVICES

LOCATION: ON TIME DELIVERY NORTH-DISTRIBUTION CENTER-SACRAMENTO

POSITION TITLE: INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR,
PRISON INDUSTRIES
(LIMITED TERM-24 MONTHS)

SALARY RANGE: \$3578-\$4311

FINAL FILING DATE: JUNE 14, 2006

DUTIES/RESPONSIBILITIES

Under the direction of the Industrial Warehouse and Distribution Manager I, Prison Industries this position is responsible for planning, organizing, and supervising a Prison Industry Authority (PIA) On Time Delivery (OTD) warehouse.

MAJOR DUTIES OF THE POSITION INCLUDE

Responsibility of dispatching and directing the movement, loading, unloading of trucks, tractor trailers, vans, flatbeds, refrigerated trailers, and other equipment to and from delivery points throughout the State in an effort to ensure proper handling and on time delivery of PIA products, materials, and services at the lowest operating cost; directs and supervises the loading and, unloading, staging, and storage of PIA products for delivery to PIA customers; calls and notifies PIA customers of delivery and/or pickup dates; supervises, directs, and controls the receipt, storage, and the issuance of materials and goods used in the operation of the Distribution Center-OTD.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

Either I

One year of experience performing the duties of an Industrial Warehouse and Distribution Specialist, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the PIA.

Or II

Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within the PIA.

Or III

Three years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).

Or IV

Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward this requirement must include at least three years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor I (Correctional Facility).]

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.

KNOWLEDGE AND ABILITIES**Knowledge of:**

1. Warehousing and distribution methods and practices, including cycle counting.
2. Freight rates and classifications.
3. Regulations involved with incoming and outgoing shipments.
4. Various specifications and standards applicable to receipt of raw materials.
5. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution.
6. Safety practices and orders, including requirements or hazardous/toxic materials.
7. Quality standards and control.
8. Principles of personnel management and supervision.
9. The Department's Equal Employment Opportunity Program objectives.
10. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Comprehend and use PIA's MAPS system.
2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution.
3. Instruct and supervise inmates in warehousing/distribution techniques and safety practices.
4. Maintain firm, impartial, and consistent discipline.
5. Understand rules, regulations, laws, and procedures.
6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules.
7. Analyze situations accurately and take effective action.
8. Keep records and prepare reports.
9. Read and write English at a level required for a successful job performance.
10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, and be able to lift up to fifty pounds.
11. Make labor and raw material estimates.
12. Instruct and supervise staff, inmates, or residents in warehousing/distribution techniques and safety practices.
13. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.

SCREENING CRITERIA

1. Knowledge of dispatching, routing, loading and unloading trucks and tractor-trailers.
2. Ability to perform inventory transactions in an automated database.
3. Prepare and maintain shipping documents and all forms related to shipping and receiving.

DESIRABLE QUALIFICATIONS

1. Warehousing and distribution methods and practices, including cycle counting, freight rate and classifications.
2. Ability to operate a wide variety of motorized material handling equipment, safety practices, including hazardous material.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**TOM RUKA
PRISON INDUSTRY AUTHORITY
ON TIME DELIVERY NORTH-DISTRIBUTION CENTER
8681 YOUNGER CREEK DRIVE
SACRAMENTO, CA 95828**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax
Examination Services Unit at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922